



SOUTH CAROLINA

STATE DEPARTMENT OF EDUCATION

ADEPT Data System (ADS) User Guide

OFFICE OF Educator Effectiveness

October 2016

ADS User Guide
OEE

This user guide outlines the steps to update an educator's ADEPT history in the ADEPT Data System (ADS). Updating a given educator's ADEPT history is the responsibility of the district ADEPT coordinator or his/her designee and requires an understanding of the progression of teacher contract levels and associated evaluation types. The chart on the next page outlines important dates regarding the entry of ADS updates and submission of important ADEPT related information.

Also included in this user manual is a flow chart that outlines the progression of SC educator contract levels. Please [use this guide](#) when deciding on the appropriate contract level to issue an educator

In the event that an educator's ADEPT data from previous years are incomplete, inaccurate, or missing please complete and submit an ADS Update form (see attached) for that educator. Once completed, please send that form to the Office of Educator Effectiveness (OEE) to be updated.

Please submit any problematic ADS entries (teachers new to SC from out of state and Letter of Agreement hires) to Roxanne Sims at rlsims@ed.sc.gov. If you have any questions about ADEPT, educator contract levels and evaluation types, and/or ADS entry, please contact one of the Education Associates in the Office of Educator Effectiveness (OEE).

**Office of Educator Effectiveness
Contact Information**

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Important Dates

Task	Date	Responsible Party
ADS opens for initial data entry An email will be sent to all ADEPT Coordinators notifying when the system is open and when it closes.	Mid-October	OEE
Initial entry of beginning of the year data (current year's contract level and evaluation type)	Mid-October through February 15th	District ADEPT Coordinator or designee
Submit <u>problematic ADS data</u> for the following educators to OEE for entry: <ul style="list-style-type: none"> • New to SC from out of state • Letter of Agreement hires 	January 1	District ADEPT Coordinator or designee
ADS closes for initial data entry	February 15 th	OEE
Entry of all initial data for all fully certified Induction 1 teachers (ADEPT funds)	February 15th	District ADEPT Coordinator or designee
Submit names and Certification Identification Numbers (CID) for all fully certified Induction 1 teachers	February 15 th	District ADEPT Coordinator or designee
ADS opens for end of year data entry (current year's evaluation results and next year's contract and evaluation type)	Mid-April	OEE
Entry of all end of year data for educators	Mid-April through June	District ADEPT Coordinator or designee
Submit problematic end of year data for the following educators to OEE for entry: <ul style="list-style-type: none"> • Letter of Agreement hires 	May 1 st	District ADEPT Coordinator or designee
ADS closes for end of year data entry	June 20 th	OEE

Below are step by step directions for entering an educator's ADEPT data into the ADEPT Data System.

1. Log into the Member Center. If you have login issues, please contact the Help Desk (the number is located at the top of the Member Center Home Page). Access the search page by clicking on the **Search** Tab at the top of the page.

ADEPT Data System
Division of School Effectiveness

SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

Home Search Reports Forms Training Administration Logout

| Sharon Crenshaw | Agency Administrator | Modify Privileges | **View Only mode - No updates** | School Year 2012 - 2013

View or Modify ADEPT Data

Click here for Admin Search

Select from below to search educators:

Select a Contract Level:
All Levels

Select a District:
STATE DEPARTMENT OF

Last Name:

Search

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2. Once you select your district, the system will return the educator records associated with your district. Click the "Edit" button beside the Teacher's Name you need to edit.

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Home Search Reports Forms Training Administration Logout

| Sharon Crenshaw | Agency Administrator | Modify Privileges | **View Only mode - No updates** | School Year 2012 - 2013

View or Modify ADEPT Data

Click here for Admin Search

Select from below to search educators:

Select a Contract Level:
All Levels

Select a District:
ABBEVILLE 60

Select a School:
All Schools
Abbeville Cty Career Ctr
Abbeville High
Administration
Cherokee Trail Elem
Diamond Hill Elem
Dixie High
John C Calhoun Elem
Long Cane Primary
Westwood Elem

Last Name:

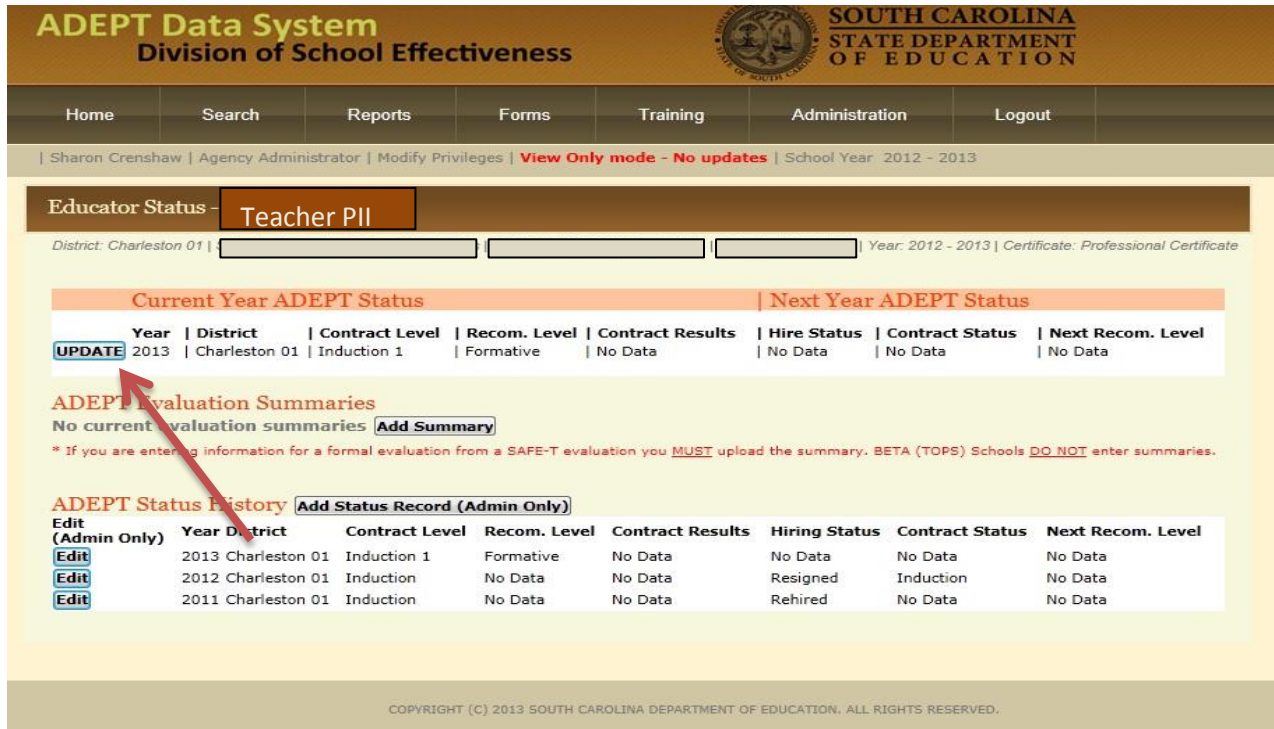
Search

Educators at Abbeville 60 - 224 Records Found

Teacher PII	
	Continuing
	Continuing
	Continuing
	Continuing
	Continuing
	Continuing
	Continuing
	Induction 1
	Annual 2
	Continuing
	Continuing
	Continuing
	Continuing
	Continuing
	Continuing
	Continuing

ADS User Guide
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3. The system will return the selected Teacher's ADEPT data with the current year's record on top. You can "update" the record by clicking the "Update" button.



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Home Search Reports Forms Training Administration Logout

| Sharon Crenshaw | Agency Administrator | Modify Privileges | **View Only mode - No updates** | School Year: 2012 - 2013

Educator Status - Teacher PII

District: Charleston 01 | | | Year: 2012 - 2013 | Certificate: Professional Certificate

Current Year ADEPT Status					Next Year ADEPT Status			
	Year	District	Contract Level	Recom. Level	Contract Results	Hire Status	Contract Status	Next Recom. Level
UPDATE	2013	Charleston 01	Induction 1	Formative	No Data	No Data	No Data	No Data

ADEPT Evaluation Summaries
No current evaluation summaries [Add Summary](#)

* If you are entering information for a formal evaluation from a SAFE-T evaluation you **MUST** upload the summary. BETA (TOPS) Schools **DO NOT** enter summaries.

ADEPT Status History [Add Status Record \(Admin Only\)](#)

	Year	District	Contract Level	Recom. Level	Contract Results	Hiring Status	Contract Status	Next Recom. Level
Edit (Admin Only)								
Edit	2013	Charleston 01	Induction 1	Formative	No Data	No Data	No Data	No Data
Edit	2012	Charleston 01	Induction	No Data	No Data	Resigned	Induction	No Data
Edit	2011	Charleston 01	Induction	No Data	No Data	Rehired	No Data	No Data

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- The system will return the educator's ADS Data record to modify. The screen will display the historical record. Under that, the system will display the current year's record as it looks right now. The record displayed is the current year's record but the values in the record will change as you walk through the update and answer the questions. **You must click the "Submit" button on each screen to update the record.** The system will pose a series of questions to facilitate the data entry.

The first question asks if you need to change the educator's "Current" year's Contract Level. Select the appropriate contract level.

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Home

Search

Reports

Forms

Training

Administration

Logout

| Sharon Crenshaw | Agency Administrator | Modify Privileges |

View Only mode - No updates

| School Year: 2012 - 2013

Teacher PII

- ADS

District: Charleston 01 |

| Year: 2012 - 2013 | Certificate: Critical Needs Certificate

ADEPT History: Year 2012

ID: 376827

District:	Current Contract:	ADEPT Results:	Next Year Contract:	Next Year Hiring Status:
1001	Induction	No Data	Induction	Resigned

ADEPT Update: Year 2013

ID: 376827

District:	Current Contract	Recom. Level	ADEPT Results:	Next Contract	Recom. Next Level	Next Year Hiring Status:
Charleston 01	Induction 1	Formative			No Data	

Current Update process


Current Contract	Recom. Level	ADEPT Results	Next Contract	Recom. Next Level	Next Year Hiring Status
Induction 1	Formative	No Data	No Data	No Data	No Data

Update the Current Contract Level:

Contract Level:

☒ Induction 1
☐ Induction 2
☐ Induction 3
☐ Annual 1
☐ Annual 2
☐ Annual 3
☐ Annual 4
☐ Continuing
☐ Letter of Agreement
☐ No Data

Submit




[Exit Update](#)

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5. The second question asks if you need to change the “Current” ADEPT Level. Select the evaluation type for that educator.

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HomeSearchReportsFormsTrainingAdministrationLogout

| Sharon Crenshaw | Agency Administrator | Modify Privileges | **View Only mode - No updates** | School Year: 2012 - 2013

Teacher PIIADS

District: Charleston 01 | | | Year: 2012 - 2013 | Certificate: Critical Needs Certificate

ADEPT History: Year 2012 ID: 376827

District:	Current Contract:	ADEPT Results:	Next Year Contract:	Next Year Hiring Status:
1001	Induction	No Data	Induction	Resigned

ADEPT Update: Year 2013 ID: 376827

District:	Current Contract	Recom. Level	ADEPT Results:	Next Contract	Recom. Next Level	Next Year Hiring Status:
Charleston 01	Induction 1	Formative			No Data	

Current Update process

Current Contract	Recom. Level	ADEPT Results	Next Contract	Recom. Next Level	Next Year Hiring Status
Induction 1	Formative	No Data	No Data	No Data	No Data

Update the recommended ADEPT contract Level:

Recommended ADEPT Levels:


☒ Formative
☐ Summative
☐ GBE
☐ No Data

Submit

[Start Over](#) || [Exit Update](#)

6. The third question asks what their ADEPT Results were for the “Current” record. Select the overall ADEPT results for the current year.

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| Sharon Crenshaw | Agency Administrator | Modify Privileges | **View Only mode - No updates** | School Year 2012 - 2013

Teacher PII - ADS

District: Charleston 01 | | | | Year: 2012 - 2013 | Certificate: Critical Needs Certificate

ADEPT History: Year 2012 ID: 376827

District:	Current Contract:	ADEPT Results:	Next Year Contract:	Next Year Hiring Status:
1001	Induction	No Data	Induction	Resigned

ADEPT Update: Year 2013 ID: 376827

District:	Current Contract	Recom. Level	ADEPT Results:	Next Contract	Recom. Next Level	Next Year Hiring Status:
Charleston 01	Induction 1	Formative			No Data	

Current Update process

Current Contract	Recom. Level	ADEPT Results	Next Contract	Recom. Next Level	Next Year Hiring Status
Induction 1	Formative	No Data	No Data	No Data	No Data

What were this educator's overall ADEPT results this year?

☒ Met

☐ Not Met

☐ Incomplete

☐ No Data

Submit


[Start Over](#) || [Exit Update](#)

ADSChange: N - ADSResults: No Data - ADSLevel: F - ADSContinue: No Data - ADSNoContinueR: No Data - nextYear: No Data

ADS User Guide
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7. The next question asks whether the teacher is returning for the “Next” year. If they are returning, the system prompts you to indicate the “Next” year’s options. If they are NOT, you must indicate in the system why they are NOT returning. If the educator is not returning to your district, you must still enter the contract level and evaluation type that they would have been assigned.

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Division of School Effectiveness

 **SOUTH CAROLINA**
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HomeSearchReportsFormsTrainingAdministrationLogout

| Sharon Crenshaw | Agency Administrator | Modify Privileges | **View Only mode - No updates** | School Year: 2012 - 2013

Teacher PII - ADS

District: Charleston 01 | | | Year: 2012 - 2013 | Certificate: Critical Needs Certificate

ADEPT History: Year 2012 ID: 376827

District:	Current Contract:	ADEPT Results:	Next Year Contract:	Next Year Hiring Status:
1001	Induction	No Data	Induction	Resigned

ADEPT Update: Year 2013 ID: 376827

District:	Current Contract	Recom. Level	ADEPT Results:	Next Contract	Recom. Next Level	Next Year Hiring Status:
Charleston 01	Induction 1	Formative			No Data	

Current Update process

Current Contract	Recom. Level	ADEPT Results	Next Contract	Recom. Next Level	Next Year Hiring Status
Induction 1	Formative	Met	No Data	No Data	No Data

Will this educator be returning to your school district next school year?

☒ YES
☐ NO

[Start Over](#) || [Exit Update](#)

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8. Next, enter the educator's recommended contract level for the next year. The system ONLY gives you options based on what you answered for their "Current" Contract Level, their "Current" ADEPT level and their ADEPT evaluation results. If the option is NOT valid, then you will not be able to select it.

Home	Search	Reports	Forms	Training	Administration	Logout
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| Sharon Crenshaw | Agency Administrator | Modify Privileges | **View Only mode - No updates** | School Year: 2012 - 2013

Teacher PII - ADS

District: Charleston 01 | | | Year: 2012 - 2013 | Certificate: Critical Needs Certificate

ADEPT History: Year 2012 ID: 376827

District:	Current Contract:	ADEPT Results:	Next Year Contract:	Next Year Hiring Status:
1001	Induction	No Data	Induction	Resigned

ADEPT Update: Year 2013 ID: 376827

District:	Current Contract	Recom. Level	ADEPT Results:	Next Contract	Recom. Next Level	Next Year Hiring Status:
Charleston 01	Induction 1	Formative			No Data	

Current Update process

Current Contract	Recom. Level	ADEPT Results	Next Contract	Recom. Next Level	Next Year Hiring Status
Induction 1	Formative	Met	No Data	No Data	Rehired

What is their contract level for next year?

- ☐ Induction 1
- ☐ Induction 2
- ☐ Induction 3
- ☒ Annual 1
- ☐ Annual 2
- ☐ Annual 3
- ☐ Annual 4
- ☐ Continuing
- ☐ No Data

[Start Over](#) || [Exit Update](#)

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9. Next, enter the ADEPT evaluation type appropriate for the next school year. You may only choose from the options available on the screen.

| Sharon Crenshaw | Agency Administrator | Modify Privileges | **View Only mode - No updates** | School Year: 2012 - 2013

Teacher PII - ADS

District: Charleston 01 | | | Year: 2012 - 2013 | Certificate: Critical Needs Certificate

ADEPT History: Year 2012 ID: 376827

District:	Current Contract:	ADEPT Results:	Next Year Contract:	Next Year Hiring Status:
1001	Induction	No Data	Induction	Resigned

ADEPT Update: Year 2013 ID: 376827

District:	Current Contract	Recom. Level	ADEPT Results:	Next Contract	Recom. Next Level	Next Year Hiring Status:
Charleston 01	Induction 1	Formative			No Data	

Current Update process

Current Contract	Recom. Level	ADEPT Results	Next Contract	Recom. Next Level	Next Year Hiring Status
Induction 1	Formative	Met	Annual 1	No Data	Rehired

What type of ADEPT Process are you recommending for this educator for the next school year?

☐ Formative

☒ Summative

☐ GBE

☐ No Data

[Start Over](#) || [Exit Update](#)

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10. The next screen will display what responses you gave and you MUST “Submit” the ADEPT Record in order to the update to take effect. If you do not, the “Current” record will stay the same as it was before you started the process.

Home Search Reports Forms Training Administration Logout

| Sharon Crenshaw | Agency Administrator | Modify Privileges | **View Only mode - No updates** | School Year 2012 - 2013

Teacher PII - ADS

District: Charleston 01 | | | Year: 2012 - 2013 | Certificate: Critical Needs Certificate

Here is your updated ADEPT status for 2013 - click "SUBMIT ADEPT RECORD" below to enter into database.

ADEPT UPDATE: Year 2013 ID: 376837

District:	Current Contract:	Recom. Level:	ADEPT Results:	Next Year Contract:	Recom. Next Level:	Next Year Hiring Status:
Charleston 01	Induction 1	Formative	Met	Annual 1	Summative	Rehired

SUBMIT ADEPT RECORD ←

[Start Over](#) || [Cancel Update](#) || [Select New Educator](#)

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11. Click the “Submit” button. The system will make the changes.

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| Sharon Crenshaw | Agency Administrator | Modify Privileges | **View Only mode - No updates** | School Year 2012 - 2013

Teacher PII - ADS

District: Charleston 01 | | | Year: 2012 - 2013 | Certificate: Critical Needs Certificate

This ADEPT Record has been committed || [Return to Educator Status](#) || [Select New Educator](#)

ADEPT UPDATE: Year 2013 ID: 376837

District:	Current Contract:	Recom. Level:	ADEPT Results:	Next Year Contract:	Recom. Next Level:	Next Year Hiring Status:
Charleston 01	Induction 1	Formative	Met	Annual 1	Summative	Rehired

[Return to Educator Status](#) || [Select New Educator](#)

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